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CABLE SECRETARIAT

[Sept. 52]

ORDER NO. 23-52

SUBJECT: Procedure for Handling Cables and Briefs for the Director
and His Principal Staffs

25 YEAR RE-REVIEW

1. Delineation of Responsibilities:

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(a) The CSDO is responsible for selecting, flagging, logging, breaking out, briefing, and passing to the Cable Secretary those cables which are to go to DCI. In the absence of the Cable Secretary, the Deputy Cable Secretary and the Executive Officer, he will insure that the briefs go forward to the DCI without delay and will initial the brief for the Cable Secretary.

(b) The Admin Assistant is responsible for writing in the identities on DCI, D/DCI and IG cables; typing the final or smooth copy of the cable briefs; obtaining the initials of the Cable Secretary or his Deputy on each cable brief; enveloping, receipting, and coordinating the dispatch of DCI, D/DCI and IG (and DD/I, DD/P, DD/A cables on which DCI is included on the distribution); and passing the receipts to the CSDO after each mail is dispatched to enable him to clear those items on his rough log.

2. Cable Secretariat Duty Officer Functions:

(a) Selecting and Flagging: Selecting cables for the DCI and D/DCI is based upon the requirements as laid down in the Cable Distribution Guide. Such cables should be flagged with the CSDO routing and function slip and the CSDO should insure that cables are handled as prescribed in Order No. 04-52 (revised) which directs that the DCI, D/DCI, DD/P (both #1 and #2) DD/A, DD/I and IG copies be clipped together and passed through the mail room window to the CSDO. The master and all other copies proceed through normal steps of mail room handling.

(b) Logging: A typewritten log will be maintained showing all cables pulled for DCI and D/DCI during the period from 0830 one day to 0830 the following day, the log should show the IN or OUT numbers, destination or origin, subject or identifying data, the time the cable was dispatched to DCI and where the cable is filed (the last column will be completed by the Admin Assistant). Incompleted entries will be transferred to the next day's Log.

(c) Breaking Out: Cables distributed to the DCI, D/DCI and IG should be "broken out" so that cryptic expressions, short titles, and abbreviations are identified or defined on the Cable Secretary reading file copy to the fullest extent possible based on

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information available to the Cable Secretariat. There must be no guessing---either we know, we find out, or we say we don't know.

(d) Briefing: CIA cables distributed to the DCI and D/DCI should be briefed in draft form during the day, and in finished form (2 blues and 1 white) during the night. The CSDO's are responsible for briefs prepared during their shifts. Such briefs should reflect accurately the contents of the cable and should agree in style and format with the attached samples. Where prior references are contained in the current cable, an appropriate remark should be made on the cable opposite each reference; the remarks should be kept simple and be little more than "previously sent", "attached", "not received in S/C", "Gist of cable is _____". The current brief should, as far as feasible, be complete within itself, and to achieve this, the essence of prior cables, particularly where such prior cables were not sent to DCI, D/DCI, should be written into the current brief. This obviates the necessity for sending the prior cables as attachments to the current cable. The Cable Secretary's typed initials and a date will be typed on all briefs. The dates should be the current date or the date of the next regular working day in the event the brief is prepared after hours or during a Sunday-Holiday period.

(e) Passing Cables to the Cable Secretary: Since we must make concurrent delivery of cables to DCI, D/DCI and to DD/P, DD/A, DD/I and IG for cables on which DCI is shown on distribution, all such cables will be handled separately from other cables. Cables for DCI, D/DCI, DD/P, DD/A, DD/I and IG will be given to the Cable Secretary in separate groups. Those for DCI, D/DCI and the Cable Secretary's reading file will have attached to them the briefs.

3. Admin Assistant Functions:

(b) Typing Cable Briefs: She will type in final form, or be responsible for such typing, all cable briefs prepared in draft form and submit to the Cable Secretary for approval.

(c) Obtaining Initials of the Cable Secretary: She will make certain that every brief is initialed by the Cable Secretary, his Deputy, or his Executive Officer, or in the absence of all three, by the CSDO.

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4. Receipting, Enveloping, and Mailing:

(a) When the distribution to DCI and D/DCI is identical, which is the usual case, the copies will be receipted for on one receipt and enclosed in one envelope. Copies for the DCI and D/DCI will be kept in separate stacks to permit their being routed at once to DCI and D/DCI. In the rather rare instance when the distribution is not identical, that copy which is an exception will be receipted for on a separate receipt and enclosed in a separate single envelope within the larger envelope containing the other cable copies.

(b) The first delivery of cables to the Admin Building is to be completed by 0830 hours on regular work days and by 0900 hours on Saturdays. Delivery on other days will be made at 0900 unless otherwise directed, that is, we adjust our delivery times to the actual work schedule of the Admin Building offices. The matter of promptness in effecting this first delivery of the day cannot be overemphasized. Not less than 15 minutes should be allowed for travel time. After the 0830 mail has left, other deliveries will be made as necessary, with the following times being established as standard or routine delivery times:

1000 Hours
1400 Hours
1600 Hours

When warranted additional deliveries will be made without respect to any schedule. Normally, a scheduled run will not be delayed (never in the morning run) for a cable still in process---that cable should be sent on a special run if it warrants, or held until the next schedule run.

(c) The Message Center copies of receipts for each mail will be passed at once to the CSDO who will check dispatched items against his Log. Any item on the Log not shown on the receipt should be investigated immediately.

5. General:

In affecting delivery of both DD/P copies through the Admin Assistant mailing desk, we insure coordination and simultaneous delivery to the DD/P Offices of all cables which are also distributed to the Director. All other DD/P material should be reproduced, logged, receipted, and mailed in a normal manner, observing DD/P #2's request that the overnight accumulation of his copies be arranged in numerical order for his convenience. The Mail Room Chief will be responsible for enveloping DD/P #2's normal "non-DIC" copies and placing the envelopes in the hands of the Admin Assistant in time for dispatch on schedule, i.e., 0815, 1000, 1400, and 1600 hours.